



JOB DESCRIPTION

2025-26 School Year

Job Title: **Teacher (K-5)**

Responsible to: Head of School/Administrator

Job Summary: Plan, organize and implement the schools biblically based instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

Work hours: 7:30 AM-3:30 PM

- **This is a full time, exempt position.**
- **Contract days based on school calendar.**

Major Duties and Responsibilities:

1. Develop daily and weekly lesson plans by Friday for the upcoming week.
2. Establish and communicate clear objectives for all learning activities.
3. Prepare classroom and class activities that includes biblical integration in all subject areas.
4. Use a variety of learning materials and resources for use in educational activities.
5. Identify and select different instructional resources and methods to meet students' varying needs.
6. Instruct and monitor students in the use of learning materials and equipment.
7. Use relevant technology to support instruction.
8. Observe and evaluate students' performance and development.
9. Assign and grade class work, homework, and tests in a timely manner.
10. Provide timely academic and social feedback to parents as needed.
11. Maintain accurate and complete records of students' progress.
12. Manage student behavior and maintain discipline in the classroom by establishing and enforcing rules and procedures.
13. Participate in appropriate school meetings, parent meeting, and staff devotions.
14. Communicate necessary information regularly to students, colleagues and parents regarding students' progress and student needs.
15. Stay current with subject area, teaching resources and methods and making relevant changes to instructional plans and activities.
16. Other responsibilities may be assigned depending on enrollment of students, grade level and/or subject being taught.
17. Additional administrative and physical duties as needed on a daily basis.

Qualifications

- Bachelor's degree or higher from an accredited college/university in education or related field preferred
- Maintain or working towards AACCS teacher certification.
- Computer skills required (Basic operation of a laptop or computer, Email, MS Word, Excel, etc.)
- Must pass pre-employment background check.
- Ability to handle average-weight objects up to 20 pounds and frequent standing or walking.
- Must be in full agreement with the LVCA Faculty/Staff Handbook including Doctrinal and Lifestyle Statement
- School age children must attend LVCA, exceptions will be made for unusual circumstances.
- Must be a born-again believer demonstrating a growing relationship with Christ Jesus and regularly attend a local church in-person.